

MEMORANDUM OF AGREEMENT (MOA)  
BETWEEN  
STATE OF CONNECTICUT  
DEPARTMENT OF CHILDREN AND FAMILIES  
AND  
SCHOOL OF MEDICINE  
UNIVERSITY OF CONNECTICUT HEALTH CENTER  
DEPARTMENT OF COMMUNITY MEDICINE

July 1, 2011 to June 30, 2013

Project SAFE Data Coordinator

Whereas, the Department of Children and Families (DCF) will continue to fund Connecticut GAIN (Global Assessment of Individual Needs) Administration project with Chestnut Health System.

Whereas, DCF will continue to fund Project SAFE, in collaboration with the Department of Mental Health and Addiction Services.

Whereas, this agreement shall apply to services provided from July 1, 2011 through June 30, 2013.

Whereas, an employee of UCHC will serve as the Project SAFE Data Coordinator.

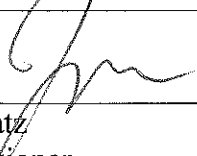

Now therefore, the Department of Children and Families (DCF) and the School of Medicine, University of Connecticut Health Center, Department of Community Medicine (UCHC) agree to collaborate on the Project SAFE data coordination as follows:

- Said full time Coordinator will be stationed at the DCF Central Office, and will be supervised weekly by Peter Panzarella, Director of DCF Substance Abuse Services. Jane Ungemack (UCHC) will provide administrative supervision for 1 hour every other week as a .01 FTE.
- Said Coordinator will have project management responsibilities for coordinating, training and analyzing the GAIN Short Screen data for Project SAFE clients. Responsibilities include providing and scheduling training, serving as point person with Chestnut Health System who manages the GAIN web system, providing data management and analysis of GAIN data, serving as liaison with providers and DCF Area Office staff, providing technical assistance, providing quality assurance activities, managing access to the on-line data base, and other duties, as assigned.
- DCF and UCHC each reserve the right to alter the details of the position of Project SAFE Data Coordinator with 30 days written notice to the other party.

- Dr. Ungemack's and the Coordinator's services may be terminated entirely by either DCF or UCHC, with a 6-week written notice to all parties including the affected employees if their services are no longer deemed necessary.
- DCF shall reimburse the UCHC a fee not to exceed \$63,452 for FY 2012 and \$65,260 for FY 2013. Services provided include Dr. Ungemack's supervision and the costs associated with the position of the Project SAFE Data Coordinator. This amount will include the personnel costs for staff and in-state travel, as outlined in the attached budget labeled as Exhibit 1 for FY 2012 and Exhibit 2 for FY 2013.
- Reimbursement of expenditures will be paid through transfer invoice in quarterly payments upon receipt and acceptance by DCF of CORE-CT generated invoices and fiscal report of actual expenses stated as follows:
  - The invoices shall be submitted to the Principal Investigator, Peter Panzarella, or his designee at DCF, for his approval.
  - Subsequent invoices and expenditure reports for the prior quarters shall be submitted by the 30<sup>th</sup> of the month following the end of the quarters as follows:

<i>Fiscal Year 12</i>		<i>Fiscal Year 13</i>	
<i>Quarter</i>	<i>Invoice Due</i>	<i>Quarter</i>	<i>Invoice Due</i>
7/1/11 - 9/30/11	October 30, 2011	7/1/12 - 9/30/12	October 30, 2012
10/1/11 - 12/31/11	January 30, 2012	10/1/12 - 12/31/12	January 30, 2013
1/1/12 - 3/31/12	April 30, 2012	1/1/13 - 3/31/13	April 30, 2013
4/1/12 - 6/30/12	June 10, 2012	4/1/13 - 6/30/13	June 10, 2013

- The final invoice shall be predicated on actual expenditures for April and May 2013 and estimated expenditures for June 2013.
- The final cumulative expenditure report shall be submitted by UCHC to DCF no later than July 31, 2013.
- Any funds remaining unspent shall be returned to DCF by July 31, 2013.

Date	Date <i>6-70-2011</i>
Signature 	Signature 
Joette Katz Commissioner Department of Children and Families	Dana Carroll Director, Office of Research and Sponsored Programs University of Connecticut Health Center

<u>Fund</u>	<u>SID</u>	<u>Bud Ref</u>
11000	12234	2012
11000	16043	2012
11000	12234	2013
11000	16043	2013

Project SAFE Data Coordinator

(7/1/2011 - 6/30/2012)

Personnel	Role on Project	%FTE	%	Base Salary	Salary	Fringe Benefit Rate	Fringe	Total
Jane Ungemack	Principal Investigator	1.00	1.00%	\$91,000.00	\$910.00	0.00%	\$0.00	\$910
Melissa Sienna	Project Coordinator	1.00	65.00%	\$80,594.00	\$52,386.10	0.00%	\$0.00	\$52,386
Total Salaries								\$53,296
Travel								
In-state travel							\$1,800.00	\$1,800
Office Supplies								
								\$0
Purchased Services								
								\$0

Project SAFE Data Coordinator

(7/1/2012 - 6/30/2013)

Personnel	Role on Project	%FTE	%	Base Salary	Salary	Fringe Benefit Rate	Fringe	Total
Jane Ungemack	Principal Investigator	1.00	1.00%	\$91,000.00	\$910.00	0.00%	\$0.00	\$910
Melissa Sienna	Project Coordinator	1.00	65.00%	\$83,012.00	\$53,957.80	0.00%	\$0.00	\$53,958
Total Salaries								\$54,868
Travel								
In-state travel							\$1,800.00	\$1,800
Office Supplies								
							\$0	\$0
Purchased Services								
							\$0	\$0